

29 AUG 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

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SUBJECT: OIS Weekly Report (21-27 August 1980)

Classification Review Division

CRD met with representatives from the State Department and briefed them on the mission and functions of CRD and discussed the various issues concerning the review of the Foreign Relations of the U.S. series (FRUS). The meeting was informative and pointed out the need for further discussions on the CRD procedures to be used in reviewing the 19-or-so volumes of FRUS. It was agreed that there were issues which needed to be addressed by higher level officials in both organizations.

CRD reviewed approximately 68,000 pages of CIA material and declassified 33 percent. The high percentage was due to the type of material being reviewed; namely, NIS and FBIS/FDD reports and summaries.

Records Management Division

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Records Systems Branch prepared two letters to the Information Security Oversight Office (ISOO). One provided ISOO with information useful in conducting audit trails of CIA documents held by non-NFIB agencies. The second informed them of the steps taken to implement recommendations made in a recent ISOO inspection report on the Agency's information security program.

RSB telefaxed to the Department of Energy (DOE) a copy of our "Procedures for Access to CIA Information by ISOO Personnel". DOE is undergoing an ISOO inspection and was concerned whether the "third agency rule" applied to ISOO, which it does.

ITB provided NSA with information on the MICROX microfiche camera system and suggested alternate equipment for overseas use.

Regulations Control Division

RCD processed 31 regulatory issuances during this period. Among those

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Discussions were held with OGC and OPPPM representatives concerning the revisions and wording of

OGC has requested that portions of be declassified for use in an EEO case scheduled for court hearing on 3 September 1980. The pertinent portions have been sent to OMS as originator and OPPPM as an interested party. OPPPM concurrence has been received.

Information and Privacy Division

A separate report is attached.

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Attachment

Thomas H. White

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28 August 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: [Redacted]
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (21-27 August)

1.	<u>The Week in Review</u>	<u>21-27 Aug</u>	<u>1980 Weekly Average</u>
a.	New cases logged	92	61.0
b.	Cases closed	31	51.9
c.	New appeals logged	0	1.9
d.	Appeals closed	1	2.6
e.	Manpower (man-weeks)	136.3	125.1
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2960		
b.	Appeals - 391		

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